



UNITED STATES MARINE CORPS

MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:

5090

FE/EAB/28164

8 Dec 2010

MEMORANDUM

From: Environmental Management System Manager

To: Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM
MEETING MINUTES

Ref: (a) MCBJO 5090.1B

Encl: (1) Agenda
(2) Attendance Roster

1. Per the reference, the Marine Corps Bases Japan (MCBJ) EMS Core Team met on 8 December 2010. The agenda is contained in enclosure (1) and a list of attendees is contained in enclosure (2).

2. Meeting. The meeting began at 0900.

a. The Commander's Environmental and Energy Management Review Board (CEEMRB) was conducted on November 23. The CEEMRB is the annual senior management review of EMS. The current Environmental MCBJ Policy and the proposed FY11 objectives and targets were approved.

b. The following were requested during the CEEMRB:

(1) Emphasize the following to your units: Maintain clean, well managed hazardous material storage and hazardous waste accumulation areas; clean small spills quickly; call 911 for large spills; properly dispose of all waste prior to deployment; support recycling program in living and work areas, especially in barracks.

(2) Support MCBJO 5090.3A: air conditioning set at 78 ° -80 ° C; turn off computers and other electronics at end of day; space heaters prohibited unless authorized by FE on Okinawa or FMO at Camp Fuji. ^{(b) (6)} emphasized that MCB Butler has the highest energy bill in the Marine Corp spe million annually.

(3) Maintain close contact with your camp/station environmental staff.

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM
MEETING MINUTES

c. The following issues were highly discussed during the CEEMRB: Barracks residents fail to properly segregate recyclables; pizza boxes are no longer recycled due to improper disposal (boxes are disposed with food on it); tobacco spit in cans and bottles; all recyclables sorted by hand by Marine Corps employees. Core Team members were reminded that units should not bring back hazardous materials (HM) when returning from deployment. Recycling at festivals was discussed. ^{(b) (6)} Total Waste Section Director, commented that they may stop recycling at festival because people are not cooperating. ^{(b) (6)} EMS Coordinator, suggested using volunteers to monitor people at recycling stations during festivals. A Core Team member suggested using teenage volunteers to pick up trash at the festivals while being monitored by their parents.

d. Approved FY11 Objectives and Targets. The following were approved during the CEEMRB:

(1) Objective: Reduce the impact of solid waste generation. POC: ^{(b) (6)}

Targets: There are two targets for this objective.

(a) Divert 50% of non-hazardous solid waste from the waste stream by FY15 (FY11 Target: 42%)

(b) Divert 60% of construction and demolition debris from the waste stream by FY15 (FY11 Target: 52%)

(2) Objective: Reduce electricity use in buildings. POC: ^{(b) (6)}

Targets: There are two targets for this objective.

(a) Reduce energy intensity of facilities by 37.5% by FY20 using FY03 as baseline (FY11 Target: 3% reduction from FY10)

(b) Produce or procure 18.3% of energy consumed by facilities from renewable sources by FY20 (FY11 Target: Complete design for ECIP Photovoltaic projects)

^{(b) (6)} Objective: Reduce vehicle fuel consumption and air emissions. POC ^{(b) (6)}

Target: Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY11 Target: 4% from FY10)

e. CG's Environmental Policy. The CEEMRB agreed not to make any changes to the current MCBJ Environmental Policy Statement. The policy was signed by ^{(b) (6)} in October 2009. It was posted on Okinews. When time for update (new C

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM
MEETING MINUTES

change to MCB Butler EMS?^{(b) (6)} mentioned that MARFORPAC considers CATC Fuji as part of MCB Butler EMS.

f. Document Update

(1) The following documents were completed this quarter: EMP 7.7 General Recycling Guidelines ver 2, EMP 7.7 General Recycling Guidelines ver 2 (JN), EMSP 11.10 9-1-1 Hazmat Spill Response Form ver 4 (JN), EMSP 11.10 9-1-1 Hazmat Spill Response Form ver 4 (EN), EMP 18.1 How to Clean Up Oil and HS Spills ver 5(EN-JN), EMP 4.1.1, FY11 Risk Ranking ver 6, EMSP 11.1.10 Emergency Response Supplies and Equipment ver 2, EMP 4.13 Wastewater Treatment Plant Operator Training SOP ver 2 EMSP-9.5.1 ECC Refresher Ver 1, 2010 Japan Environmental Governing Standards (JEGS), EMSP 9.1.2 Instructor's Training Evaluation Form and EMP 1.3.1 Environmental Appointment Letter ver 2.^{(b) (6)} emphasized that current appointment letters do not need to be changed to EMP Environmental Appointment Letter ver 2, but new appointment letters need to be written using the new version. She also confirmed that the letters can be signed by somebody from the chain of command.

(2) The following documents are currently being updated: EMP 6.3 What Do I Do with This? Contractor/Vendor Packet, Comprehensive Environmental Training and Education Program Plan, EMP 7.2 MCCS Festivals and Unit Functions SOP ver 2 and EMP 13.1.1 Field Training Environmental Management Plan Form ver 3.

(3) The following documents were cancelled this quarter: EMP 7.6 Barracks Recycling Guidelines ver 2, EMSP 9.5.1 EMS ver 4 RF Nov 08, EMSP 9.5.2 SW ver 3 RF Nov 08, EMSP 9.5.4 HW ver 5 RF Nov 08, EMSP 9.5.5 OWS ver 4 RF Nov 08, EMSP 9.5.6 POL ver 4 RF Nov 08 and EMSP 9.5.7 Spill ver 4 RF Nov 08.

(4) The following emergency response plans are still in draft: MCBJO 5090.2A, Spill Prevention & Response Plan, Site Specific Spill Plans, SPCC Plans and Tsunami SOP.

(5) The following document was removed from MCBJ EMS sites: USNH EMPP 6.2, Dental Amalgam Disposal ver 3.^{(b) (6)} Support Section Supervisor, acknowledged dental clinics are no longer Corp assets.

k. The meeting adjourned at 1000. The next Core Team meeting will be held in March 2011. The Core Team meeting minutes will be distributed to Core Team members and other interested parties. Core Team members are reminded to brief their chain of command on all Core Team activities.

3. The Core Team point of contact is^{(b) (6)}
^{(b) (6)}

**Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM
MEETING MINUTES**

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(b) (6)



EMS CORE TEAM MEETING

8 December 2010

CEEMRB

- Commander's Environmental and Energy Management Review Board
- Annual senior management review of EMS
- Met on 23 November
- Current MCBJ Policy was approved
- Proposed FY11 objectives and targets were approved

Requested CEEMRB to:

- Emphasize the following to your units:
 - Maintain clean, well managed hazardous material storage and hazardous waste accumulation areas
 - Clean small spills quickly; call 911 for large spills
 - Properly dispose of all waste prior to deployment
 - Support recycling program in living and work areas, especially in barracks
- Support MCBJO 5090.3A
 - Air conditioning set at 78° -80° C
 - Turn off computers and other electronics at end of day
 - Space heaters prohibited unless authorized by FE/Fuji FMO
- Maintain close contact with your camp/station environmental staff

Issues Discussed at CEEMRB



Barracks residents fail to properly segregate recyclables



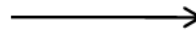
Issues Discussed at CEEMRB



Pizza boxes are no longer recycled because of this



Tobacco spit in cans and bottles



All Recyclables Sorted by Hand
by Marine Corps Employees



FY11 EMS Objectives & Targets

Objective	Target
1. Reduce the impact of solid waste generation	<p>1. Divert 50% of non-hazardous solid waste from the waste stream by FY15 (FY11 Target: 42%)</p> <p>2. Divert 60% of construction and demolition debris from the waste stream by FY15 (FY11 Target: 52%)</p>
2. Reduce electricity use in buildings	<p>1.Reduce energy intensity of facilities by 37.5% by FY20 using FY03 as baseline (FY11 Target: 3% reduction from FY10)</p> <p>2. Produce or procure 18.3% of energy consumed by facilities from renewable sources by FY20 (FY11 Target: Complete design for ECIP Photovoltaic projects)</p>
3. Reduce vehicle air emissions and fuel consumption	1. Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY11 Target: 4% from FY10)

CG's Environmental Policy

- Approved at CEEMRB
- No changes necessary
- Posted policy information on OkiNews
- When time for update (new CG), should we change to MCB Butler EMS?

(b) (6)



COMMANDING GENERAL'S ENVIRONMENTAL POLICY STATEMENT

The natural environment is a key asset to the training and support mission of Marine Corps Bases Japan (MCBJ). MCBJ has established policies to ensure that our mission is accomplished in ways that are consistent with the best interest of the environment, our service members, and the local community. To this end, we will always strive to protect and preserve the land, water, air, and cultural resources within our cognizance by doing the following:

在日米海兵隊の訓練及び任務遂行において、自然環境は重要な財産です。在日米海兵隊では、海兵隊の任務が自然環境や軍人及び地域社会にとって最も重要な財産であることを認識し、下記の方針を実施することにより、海兵隊施設内の土地、水、大気等の資源及び文化財を保護及び保全していくことに常に努めます。

在日米海兵隊長は、

- Complying with applicable Japan Environmental Governing Standards (JEGS)
在日米軍環境管理基準 (JEGS) を遵守します。
- Implementing pollution prevention initiatives and waste minimization programs
汚染防止に積極的に関与し、廃棄物の最小化プログラムを実施します。
- Implementing energy conservation initiatives
省エネルギーの取組を積極的に行います。
- Communicating environmental commitments to all levels of MCBJ to increase awareness of this policy
基本方針に対する認識を高めるため、環境対策の公約を在日米海兵隊の各部門及び関係者に周知します。
- Minimizing risk to mission
環境への負荷を抑えることで、任務に与える影響を最小限にします。
- Reviewing all proposed activities for potential environmental impact
各活動の活動が環境に及ぼす影響を考慮に入れ、全活動計画を承認します。
- Striving to advance our partnership with the local community to continue a proactive environmental program
積極的な環境プログラムを継続に向けて、地域社会との関係強化に努めます。

MCBJ is committed to sustaining and enhancing operational readiness while complying with all applicable environmental laws and regulations, preventing pollution, and continually improving its environmental performance through an effective Environmental Management System (EMS).

在日米海兵隊は、作戦即応能力の維持・向上を図る一方、環境関連法規を遵守し、汚染防止に努め、効果的な環境マネジメントシステム (EMS) 導入による環境負荷の継続的な軽減に取り組むことを約束します。

(b) (6)

EMS-01.4

Document Update

- Completed this quarter
 - EMP 7.7 General Recycling Guidelines ver 2
 - EMP 7.7 General Recycling Guidelines ver 2 (JN)
 - EMSP 11.10 9-1-1 Hazmat Spill Response Form ver 4 (JN)
 - EMSP 11.10 9-1-1 Hazmat Spill Response Form ver 4 (EN)
 - EMP 18.1 How to Clean Up Oil and HS Spills ver 5(EN-JN)
 - EMP 4.1.1, FY11 Risk Ranking ver 6
 - EMSP 11.1.10 Emergency Response Supplies and Equipment ver 2
 - EMP 4.13 Wastewater Treatment Plant Operator Training SOP ver 2
 - EMSP-9.5.1 ECC Refresher Ver 1
 - 2010 Japan Environmental Governing Standards (JEGS)
 - EMSP 9.1.2 Instructor's Training Evaluation Form
 - EMP 1.3.1 Environmental Appointment Letter ver2
- Currently being updated
 - EMP 6.3 What Do I Do with This?
 - Contractor/Vendor Packet
 - Comprehensive Environmental Training and Education Program Plan
 - EMP 7.2 MCCS Festivals and Unit Functions SOP ver 2
 - EMP 13.1.1 Field Training Environmental Management Plan Form ver 3

Document Update

- Cancelled this quarter
 - EMP 7.6 Barracks Recycling Guidelines ver 2
 - EMSP 9.5.1 EMS ver 4 RF Nov 08
 - EMSP 9.5.2 SW ver 3 RF Nov 08
 - EMSP 9.5.4 HW ver 5 RF Nov 08
 - EMSP 9.5.5 OWS ver 4 RF Nov 08
 - EMSP 9.5.6 POL ver 4 RF Nov 08
 - EMSP 9.5.7 Spill ver 4 RF Nov 08
- Emergency Response Plans still in draft
 - MCBJO 5090.2A, Spill Prevention & Response Plan
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP
- Removed from MCBJ EMS sites
 - USNH EMPP 6.2, Dental Amalgam Disposal ver 3

Conclusion

- Upcoming events:
 - Next Core Team meeting – March 2011
- Will send minutes to all
- Please brief your chain of command
- Thank you!

ATTENDANCE ROSTER
CORE TEAM MEETING
8 December 2010

(b) (6)

NAME

SIGNATURE

UNIT

PHONE

E-MAIL

ATTENDANCE ROSTER
CORE TEAM MEETING
8 December 2010

(b) (6)	NAME	SIGNATURE	UNIT	PHONE	E-MAIL
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